

AID Development Program Specialist- GESI Advisor
Program and Project Development Office
USAID/Nepal
Position Description

BASIC FUNCTIONS OF THE POSITION

The Gender and Social Inclusion (GESI) Advisor will serve as the Mission's lead technical expert on the development implications of gender, caste, ethnicity, sexual orientation, and disabilities for each of the sectors in which USAID/Nepal works. S/he will help USAID/Nepal achieve greater impact by leading integration of gender equality and social inclusion considerations throughout all Mission activities and in all stages of the USAID Program Cycle (strategy, project design and implementation, evaluation and monitoring, budgeting, learning, and adapting). As lead technical expert, s/he will represent the Mission to USAID/Washington, other U.S. Government agencies, Government of Nepal ministries and officials, other development partners, and civil society groups. S/he will coordinate GESI strategy development and implementation across USAID projects and serve as a technical advisor to the Mission Director, technical and support offices, and USAID implementing partners. S/he will also ensure Mission compliance with the USAID Gender Equality and Female Empowerment Policy.

MAJOR DUTIES AND RESPONSIBILITIES % OF TIME

Technical Leadership within USAID/Nepal (15%)

- Serve as Chair of the Mission GESI Steering Committee, composed of representatives from each office, as well as the Deputy Mission Director.
- Provide policy and technical guidance to the USAID Mission Director on GESI-related issues.
- Support achievement of the Mission's Country Development Cooperation Strategy (CDCS) Development Objectives by serving as a key advisor on the Mission's Governance Board, supporting Mission efforts to strengthen local governance and integrate GESI activities across health, nutrition, education, agriculture, economic growth, environment, and democracy and governance activities.
- Maintain a Mission repository of GESI resources, including performance data on activity- and project-level progress toward GESI objectives.
- Lead internal Mission outreach on GESI, including arranging and/or conducting gender trainings in compliance with the Gender Policy.
- Support the Human Resources team in promoting gender equality and social inclusion in USAID recruitment, professional development, and overall human resource management.
- Identify and promote promising interventions that advance the economic and political participation of women and marginalized groups at the local, national and regional levels.
- Provide technical support to senior management on ways to strengthen implementation of the Mission Order on Gender into Mission policies, programs, and procedures.
- Meet regularly with Mission technical and management teams to report on progress toward gender integration and GESI within the Mission.

External Outreach, Representation, and Reporting (15%)

- Lead external outreach on GESI, representing the Mission to relevant Government of Nepal ministries and officials, other donors and development actors, civil society, academia, and media.

- Report on GESI activities in the annual Mission Resource Request, Operational Plan, and Performance Plan and Report; semi-annual portfolio reviews for all technical teams; and frequent GESI data calls from USAID/Washington and the State Department.
- Work closely with the USAID Development Outreach and Communications team and, where appropriate, the Embassy Public Affairs Section, Government of Nepal, and other donors, to plan GESI-related events and outreach.
- Lead coordination with the Embassy Political/Economic Section on GESI issues.
- Provide technical guidance and coordination on GESI to USAID-funded partners implementing democracy and governance, health, education, agriculture, and environment activities.

Partner Coordination and Activity Management (20%)—may be a higher % if/when discrete GESI activities begin

- Lead design and development of new GESI-related Mission activities and/or projects. This may include drafting proposals in response to solicitations from USAID/Washington for activities that promote women's leadership, strengthen women's participation in peace processes, and/or combat gender-based violence.
- Design and serve as COR/AOR for a program of GESI-related activities. These will most likely be grants through USAID/W for up to \$2 million.
- Coordinate the GESI components of USAID projects, totaling approximately \$8 million annually. This includes contributing to implementing partners' GESI strategies, leading coordination and collaboration between partners, providing technical guidance, and regularly visiting projects to monitor implementation of GESI strategies.
- Manage activities related to the annual 16 Days of Activism against Gender Violence and International Women's Day, as well as any other GESI-related activities that the Mission implements.

Integrating GESI throughout the Program Cycle (50%)—once processes are established, % may decrease

- Coordinate analysis of gender and social inclusion (broadly defined as consideration of vulnerable and historically marginalized groups, such as Dalits, Janajatis, lesbian/gay/bisexual/transgender/intersex individuals, the disabled, and others as appropriate) for all Mission project designs.
- Work with the Office of Acquisitions and Assistance to ensure that GESI is appropriately addressed in solicitations issued by the Mission.
- Support integration of GESI into performance monitoring, evaluation, and learning. This includes: developing gender-sensitive indicators; ensuring disaggregation of all indicators by gender and, where appropriate, other vulnerable groups; and ensuring that all evaluation designs include questions that explicitly examine gender gaps and changes, as well as other GESI issues.
- Document and disseminate best practices and lessons learned through GESI analysis, programming, monitoring and evaluation to USAID /Nepal and its partners.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- **Education:** A minimum of master's degree is required in a development-related field or in one of the core technical areas in which the Mission conducts programming: public health, economics, rural development, natural resources management, social science, governance, etc.
- **Prior Work Experience:** Minimum of seven years of full-time employment as a gender and/or social inclusion advisor working with international development agencies or implementing partners.

- Post Entry Training: USAID “Smarter Development through Gender Inclusiveness” training (4-day training)
- Language Proficiency: List both English and host country language (s) proficiency requirements by level (I, II) and specialization (sp/read): Level IV (fluent) in English is required. Level IV (fluent) in Nepali is required.
- Job Knowledge: Demonstrated ability in data analysis, project design, strategic planning, program coordination and/or implementation, especially within a developing country context. Experience conducting gender analysis for development projects in multiple sectors. Demonstrated knowledge of and experience in the monitoring and evaluation of gender programs, including indicator development, study design, and data analysis. Demonstrated experience in working with international development organizations. Experience in providing small and large group training in gender integration and female empowerment. Experience managing grants or contracts is preferred.
- Skills and Abilities: A deep understanding of the challenges and opportunities facing women, girls, historically marginalized castes, ethnic minorities, and persons with disabilities in Nepal. Understanding of the impact of gender-based violence on gender equality and women’s empowerment and some experiencing assisting programs to address this issue. Excellent analytical, written and oral English communication skills. Strong interpersonal skills and ability to work across U.S. Government agencies and cross-culturally with diverse teams. A high degree of judgment, maturity, ingenuity, and originality to interpret strategy, to analyze, develop, and present work, and to oversee and evaluate implementation of programs. Ability to work independently with minimal supervision. Willingness to travel frequently throughout Nepal.

POSITION ELEMENTS

- Supervision Received: The incumbent will be supervised by the Program and Project Development Office Deputy Director. Supervision is exercised in a broad and general manner. Incumbent is expected to use self-initiative in planning and carrying out assignments and will work closely with USAID technical offices, support offices, project design teams, and CORs/AORs, and implementing partners. The incumbent will work closely with the Program and Project Development Office and the Mission Director to determine work priorities and portfolio.
- Supervision Exercised: None.
- Available Guidelines: USAID Gender Equality and Female Empowerment Strategy, USAID/Nepal Mission Order on Gender Equality and Social Inclusion, USAID/Nepal Gender Assessment (2012), USAID/Nepal Country Development Cooperation Strategy, Automated Directives System, and other relevant Mission Orders and Mission Notices.
- Exercise of Judgment: Projects assigned to incumbent include various duties and processes requiring extensive exercise of sound judgment, requiring individual and team decision-making skills.

- Authority to Make Commitments: None. Incumbent's recommendations, though, will lay the basis for making commitments.
- Nature, Level and Purpose of Contacts: Personal contacts are with high-level Government of Nepal officials, U.S. Embassy personnel (including at the Ambassadorial level), other donors (including at the country director level), civil society organizations, academia, media, USAID/Washington, and USAID implementing partners.
- Time Expected to Reach Full Performance Level: Six months.